VETS-100/VETS-100A Reporting System
User Manual for 2011

Contents

Overview

The VETS 100 System

The VETS 100 System is a system created by the Department of Labor enabling employers to submit their annual report on the number of current employees who are covered veterans as well as to report the number of new hires during the reporting period who are qualified covered veterans. It also enables Federal Contracting Officers to view the reports received from Federal contractors and subcontractors.

To use the system, you need to log into the VETS 100 system, open a browser window and go to https://webapps.dol.gov/vets100. (Figure 1)

Figure 1 – Initial VETS100 Screen

Before You File

Do You Need to File?

(NOTE: Due to a necessary system change, all historical user accounts and information were removed from the VETS100 system effective 10/31/2011. As a result, ALL USERS are required to complete a new registration for the VETS100 application. During the new registration process you will receive a new account and your company will receive a new Company Code. Only the new company code will allow you to access your account. It is important that you retain your new Company Code as it will be required if a new user needs to be added to your company's account in the future.)

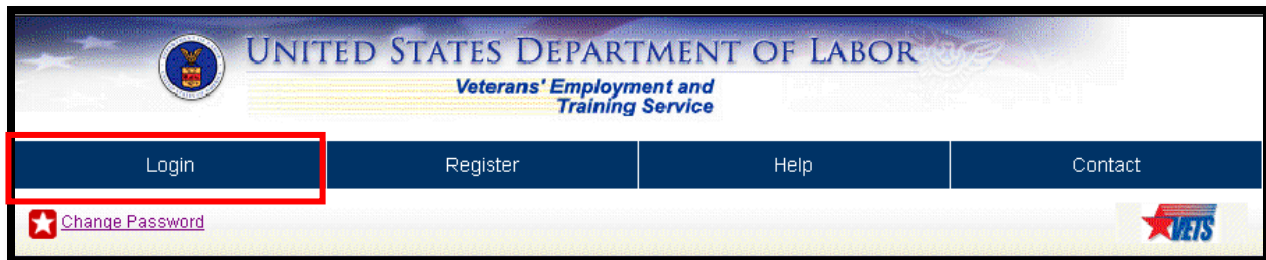1. Click the Login Tab on the first page. (Figure 2)

Figure 2 – Login Tab

2. At the bottom of the Login Screen (Figure 3), click the Report Wizard link to determine which report, (VETS-100 or VETS-100A) if any, your company is required to complete.

Figure 3 – VETS100 Login Screen

3. Answer each question.

4. Click the SUBMIT button.

(NOTE: Depending on your answers you may be asked an additional question. Click the SUBMIT button after answering each question).

5. Once the Wizard has collected enough detail it will determine whether you are required to file and, if so, which form(s) you need to complete.

6. If no form is required (Figure 4), you are encouraged to print and save this screen in case there are any questions about your filing status at a later date.

Figure 4 – Wizard Results

If you are required to file a VETS100 Report you must complete a new registration for the VETS100 application. This is true even if you have filed a VETS100 report in the past. You will receive a new Company Code. Only the new company code will allow you to access your account.

Register

If you are trying to file either the VETS 100 or VETS 100A for 2011 for first time, click on either the Login or Register Tab. Either tab will bring you to the VETS100 Login Screen. (Figure 6)

1. Click the link: Register for the 2011 cycle.

Figure 6 – Register for 2011 Cycle

2. Enter your company's information in the form.

3. Click the REGISTER button. (Figure 7)

Note: If you are a Contracting Officer, please register using the Contracting Officer Registration Page

If you already have a VETS-100/100A Company Number, but do not have a login, please register using the Existing Company Registration Page

Company Information

Employer Identification Number (EIN):	11-123456
Company Name:	Your company
Address:	Your company address

City	State	ZIP
Your city	VA	20110 -

County:	Your county

Contact Info

First Name	First
Last Name	Name
Email:	Youremailname@your emailaddress.com
Phone:	(555) 333-1212

Password must be at least 8 characters, use at least one digit and one alphabetic character, and must not contain special characters.

Password:	••••••••
Confirm Password:	••••••••

Register

If you have already registered and have a confirmation code, please enter the code on the Registration Confirmation Page

Figure 7 – Register for 2011

4. To view definitions for any terms on this screen, click the Help tab and open VETS Frequently Asked Questions (Figure 8).
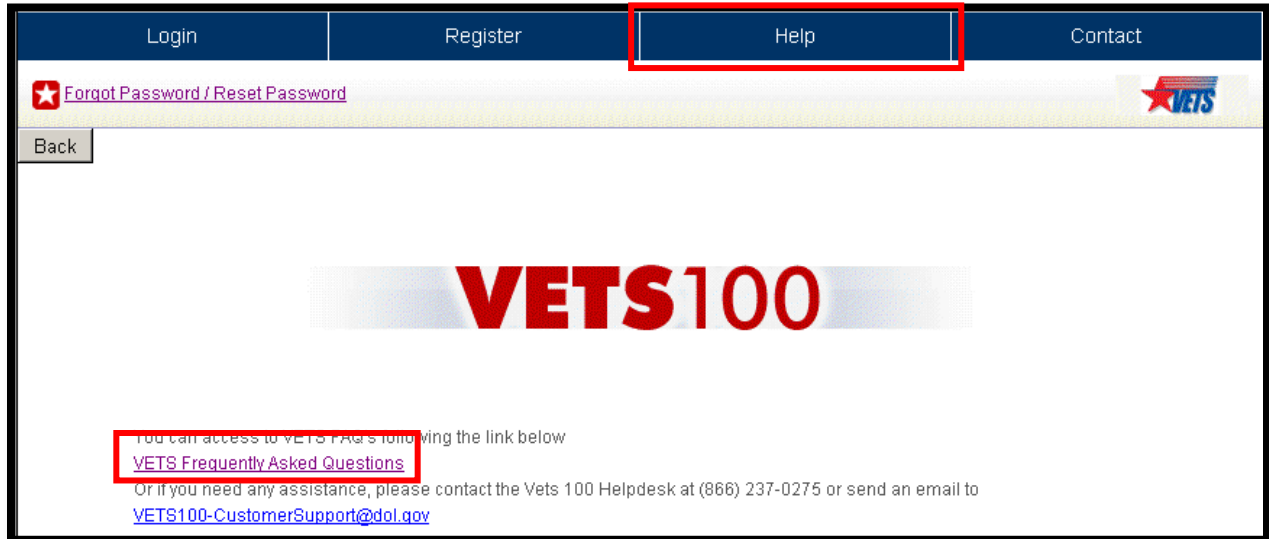

Figure 8 – Frequently Asked Questions

5. After clicking REGISTER, an email confirming successful registration (Figure 9) will be sent to your chosen email account.

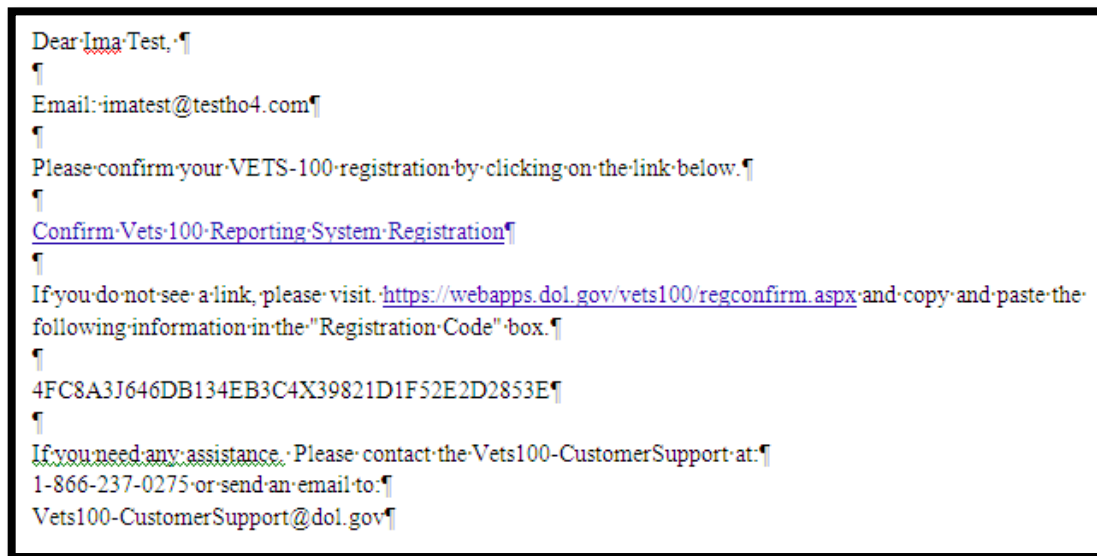(NOTE: There may be a several minute delay before this message is received.)

Figure 9 - Confirmation Email

6. Open the email message and click Confirm VETS-100 Report Registration to proceed.

(NOTE: You can also access the Registration Confirmation Page from the Registration screen (Figure 7).

7. Copy the validation code from your e-mail message.

8. Paste this string of letters and numbers into the Registration Confirmation field. (Figure 10)

(NOTE: You can also write the code on a piece of paper to retype in the form, however, the electronic copy and paste functions will prevent entry errors)

Click the SUBMIT button.

Figure 10 – Submit Confirmation Code

Create a New User for an Existing Company

If your company has filed a report during the 2010 cycle and you want to add another contact person, click the link within item #4 "Create New User for Existing Company" (Figure 11).

Figure 11 – Creating a New User for an Already Registered Company

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1. Enter your company's information. (Figure 12)

(NOTE: You will need to know your company's VETS100 Company Number and EIN).
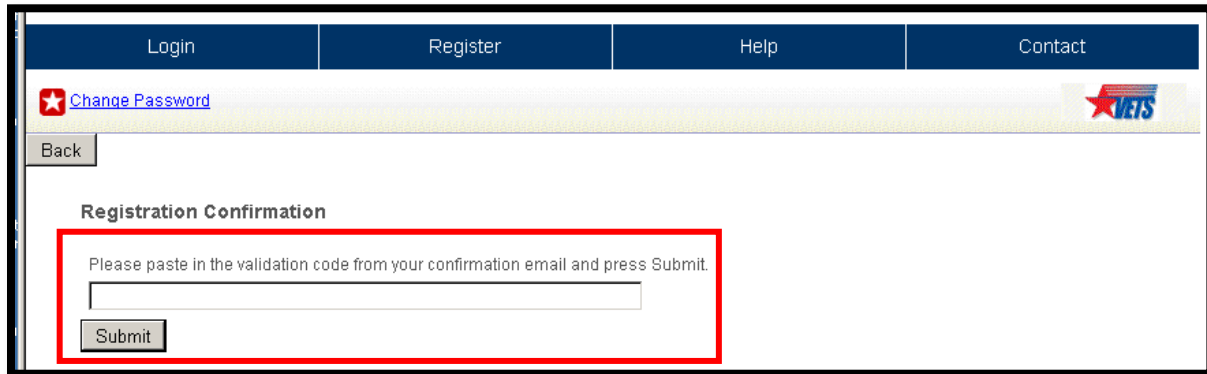

Figure 12 – New User for an Existing Company Registration Page

2. After you click REGISTER, an email confirming successful registration (Figure 10) will be sent to your chosen email account.

3. Open the email message and click <u>Confirm VETS-100 Report Registration</u> to proceed. You can also access the Registration Confirmation Page from the Registration Screen (Figure 7).

4. Copy the validation code in your e-mail message. Paste this string of letters and numbers into the Registration Confirmation field. (Figure 13)

(NOTE: You can also write the code on a piece of paper to retype in the form, however, the electronic copy and paste functions will prevent entry errors)

5. Click the SUBMIT button.

Figure 13 – Submit Confirmation Code

Contracting Officer Registration

If this is your first time accessing the VETS100 system since 11/01/2011 you must register. Click Contracting Officer Registration Page from the main screen as shown in Figure 14.

Figure 14 – Contracting Officer Registration

1. Complete the registration form by entering your company's information into the appropriate fields and click the REGISTER button as shown in Figure 15.

(NOTE: To register as a contracting officer, you are required to use an email address from a .gov, .mil, or .edu domain.)

Figure 15 – Contracting Officer Registration Data Entry

1. After you click REGISTER, an email confirming successful registration (Figure 16) will be sent to your chosen email account.

Dear Contracting Officer,

Email: GAgency@testagency.gov

Please confirm your VETS-100 registration by clicking on the link below.

Confirm Vets 100 Reporting System Registration

If you do not see a link, please visit https://webapps.dol.gov/vets100/regconfirm.aspx and copy and paste the following information in the "Registration Code" box.

9AC8A3J646DB134EB3C4X39821D1F52E2D4532E

If you need any assistance, Please contact the Vets100-CustomerSupport at:
1-866-237-0275 or send an email to:
Vets100-CustomerSupport@dol.gov

Figure 16 – Confirmation Email

2. Open the email message and click Confirm VETS-100 Report Registration to proceed.

(NOTE: You can also access the Registration Confirmation Page from the Registration Screen) (Figure 7)

3. Copy the validation code from your e-mail message. Paste this string of letters and numbers into the Registration Confirmation field. (Figure 17)

(NOTE: You can also write the code on a piece of paper to retype in the form, however, the electronic copy and paste functions will prevent entry errors)

4. Click the SUBMIT button.

Figure 17 – Submit Confirmation Code

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Enter/Edit Information

Login

If you have already registered your company, enter your credentials (email and password) and click Login as shown in Figure 18.

Main Menu

After logging in, the Main Menu will load. (Figure 19)

Figure 19 – Main Menu

Several tasks can be initiated using the links on this screen.

LINK	ACTION
Change Password	Change your password
Update Company Info	Update any of your company information except the company number.
Report Wizard	Determine if you have to file and which form(s) to file if you do
File VETS100 Report	Electronically file a VETS100 Report
File VETS100A Report	Electronically file a VETS100S Report
Upload VETS-100/100A Electronic Submission	Upload your VETS 100/100A Report(s) in batch format
Upload Multiple Establishment – State Consolidated Hiring Locations	Upload your VETS Multiple Establishment – State Consolidated Hiring Locations Report in batch format
Edit reports	Edit any previously filed report
View Reports Previously Filed	View any of your previously filed reports

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1.   Change Password

To change your password, click the <u>Change Password</u> link on the Main Menu page. The Reset Password screen will appear as shown in Figure 20.

1. Enter your new password.

2. Re-enter it in the confirm password field.

3. Click the RESET PASSWORD button.

4. A message will either confirm the change or explain why it was unsuccessful. (i.e. Password and Confirm Password must match).

Figure 20 – Reset Password

2   Update Company Information

Your company number is unique and is generated by the system. All other company information can be changed by following these steps: (Figure 21).

1.   Change any value on this screen except Company Number.

2.   Click the SAVE RECORD button.

Figure 21 – Update Company Information

3.   Report Wizard

This wizard is exactly the same as the one accessed from the login screen. For details on how to run the wizard see the Report Wizard section of this manual starting on page 2.

4.   File VETS 100 Report

Enter company information in this screen to complete the VETS-100 report. (Figure 22)

1.   Change any accessible value on this screen.

(NOTE: To view definitions for any term on this screen, click the Help tab and open VETS Frequently Asked Questions)

2.   Click the SUBMIT button.

Figure 22 – VETS100 Form

5. File VETS 100A Report

Enter company information in this screen to complete the VETS-100A report. (Figure 23)

1. Change any accessible value on this screen.

(NOTE: To view definitions for any term on this screen, click the Help tab and open VETS Frequently Asked Questions)

2. Click the SUBMIT button.

Figure 23 – VETS 100A Form

6. Upload Electronic VETS 100/100A Reports

Follow these steps to upload an electronic VETS-100/100A report.

1. From the Main Menu screen, click <u>Upload VETS-100/100A Electronic Submission</u> which brings you to the screen as shown. (Figure 24)

2. For instructions on filing each type of form, click either the INSTRUCTIONS FOR VETS100A ELECTRONIC SUBMISSION or INSTRUCTIONS FOR VETS100 ELECTRONIC SUBMISSION button. (Figure 24)

3. Click the BROWSE button.

4. Navigate to the electronic file on your computer and click the UPLOAD FILE button.

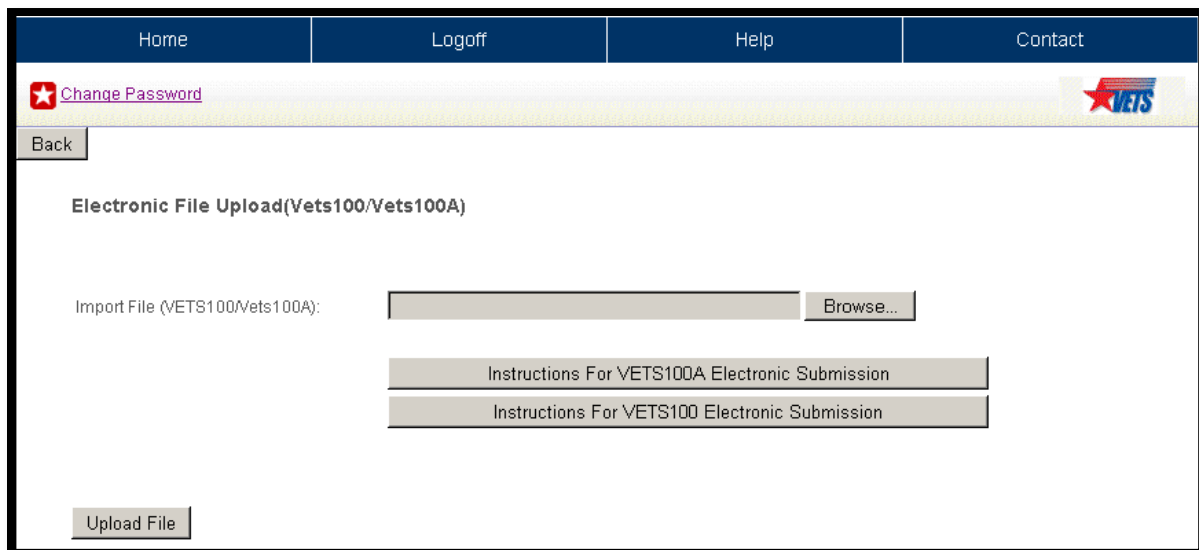(NOTE: If you need to upload both reports you will need to upload each one separately.)

Figure 24 – Upload VETS100/VETS100A Electronic File

5. A message will either confirm the upload or explain why it was unsuccessful. (Figure 25)

(NOTE: If there are errors, you must make corrections and resubmit.)

Figure 25 – File Upload Status Message

7. Upload Electronic Multiple State Consolidated Hiring Location File

Follow these steps to upload an electronic multiple-state consolidated hiring location file:

1. From the Main Menu screen, click Upload Multiple-State Consolidated Hiring Locations

2. For instructions on filing each type of form, click the INSTRUCTIONS FOR ELECTRONIC SUBMISSION button. (Figure 26)

3. Click the BROWSE button.

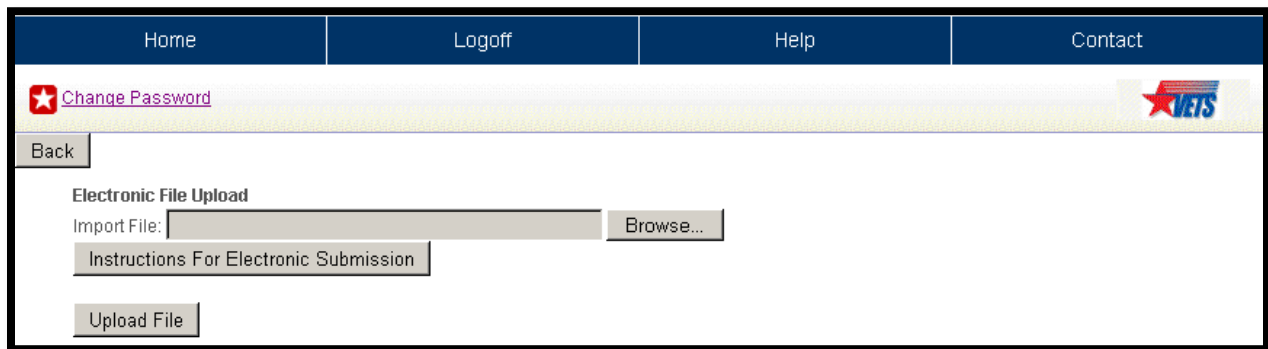4. Navigate to the electronic file on your computer and click the UPLOAD FILE button.

Figure 26 – Upload Multiple-State Consolidated Hiring Locations Electronic File

5. A message will either confirm the successful upload or explain why it was unsuccessful. (Figure 27).

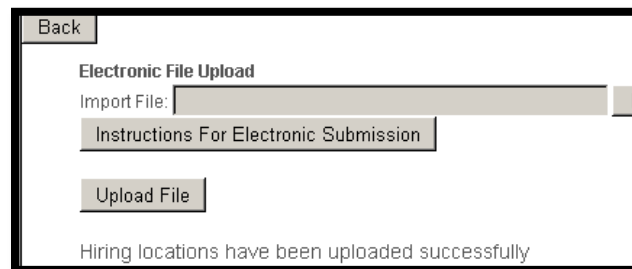(NOTE: If there are errors, you must make corrections and resubmit.)
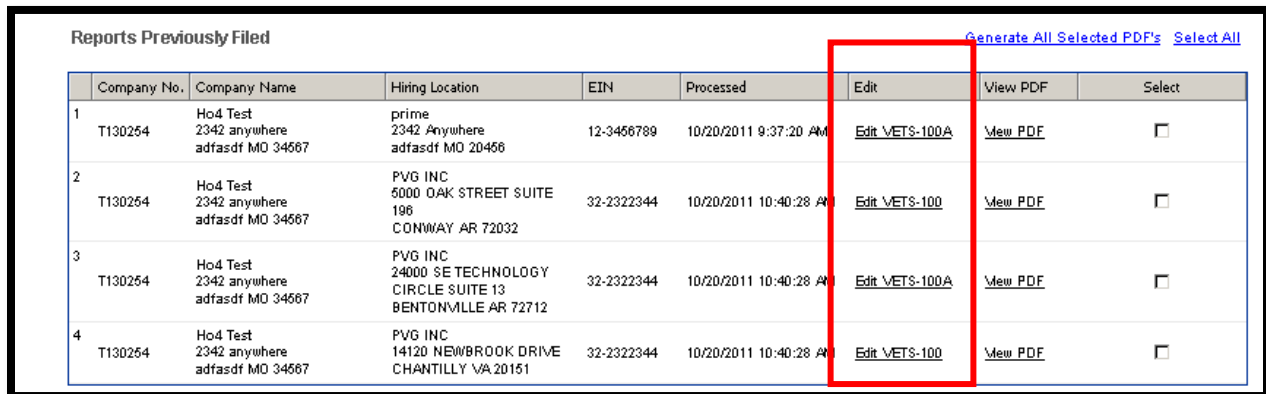

Figure 27 – File Upload Status Message

8.   Edit Previously Submitted Reports

Follow these steps to edit a previously submitted report.

(NOTE: Once you have submitted a report, a list of all submitted reports will be located at the bottom of the Main Menu.)

1. Locate the report that needs to be edited.

2. Click either the Edit VETS-100 or Edit VETS-100A link in the report row. (Figure 28)

Figure 28 – Edit Report Previously Filed

3. Make changes to any non-gray text. (Figure 29)

4. (NOTE: The parent company's information is gray and cannot be edited.)

| Home | Logoff | Help | Contact |

Change Password

Back

Edit Hiring Location Vets-100A

Prime Contractor ▼   Single Establishment ▼   MSC # 0   Period Ending 10/10/2011

Company No.: T130254   EIN: 32-2322344

Name of Parent Company: Ho4 Test
Address: 2342 anywhere adfasdf MO 34567
County: Culpepper

Name of Primary Contact: Ima Test   Telephone: (555) 555-5555

Name of Hiring Location prime   Address 2342 Anywhere
City adfasdf   County Culpeppe State MO ▼ Zip 20456-_____

NAICS 123435   DUNS 12-345-6789   EIN 12-3456789

Please enter numbers greater than zero

Please enter numbers greater than zero

Job Categories		NUMBER OF EMPLOYEES					NEW HIRES (PREVIOUS 12 MONTHS)				
		Disabled Veterans (L)	Other Protected Veterans (M)	Armed Forces Service Medal Veterans (N)	Recently Separated Veterans (O)	Total Employees, Both Veterans and Non-Veterans (P)	Disabled Veterans (Q)	Other Protected Veterans (R)	Armed Forces Service Medal Veterans (S)	Recently Separated Veterans (T)	Total New Hires, Both Veterans and Non-Veterans (U)
EXECUTIVE/SENIOR LEVEL OFFICIALS AND MANAGERS	1	0	0	0	0	0	0	0	0	0	0
FIRST/MID LEVEL OFFICIALS AND MANAGERS	2	0	0	0	0	0	0	0	0	0	0
PROFESSIONALS	3	0	0	0	0	1	0	0	0	0	0
TECHNICIANS	4	0	0	0	0	0	0	0	0	0	0
SALES WORKERS	5	0	0	0	0	0	0	0	0	0	0
ADMINISTRATIVE SUPPORT WORKERS	6	0	0	0	0	0	1	0	0	0	0
CRAFT WORKERS	7	0	0	0	0	0	0	0	0	0	0
OPERATIVES	8	0	0	0	0	0	0	0	0	0	0
LABORERS/HELPERS	9	0	0	0	0	0	0	0	0	0	0
SERVICE WORKERS	10	0	0	0	0	0	0	0	0	0	0
Total	11	0	0	0	0	1	0	0	0	0	0

Maximum Number   3   Minimum Number   0

Save

Figure 29 – Edit Report Previously Filed

5. Click the SAVE button.

9.   View Previously Submitted Reports

Follow these steps to view a previously submitted report

1. Locate the previously filed report to view.

2. Click the <u>View PDF</u> link in the report row.

3. The PDF will open in a separate window.

(NOTE: You need Adobe Acrobat viewer to view the PDF.)

1. To select more than one report, use the SELECT checkboxes.

2. Click the <u>Select All</u> link to choose all submitted reports. (Figure 30)

Figure 30 – Select Reports to View

Change Password

Follow these steps to change your password (including forgotten passwords)

1. Click <u>Change Password</u> or <u>Forgot Password</u> from the Home Page screen. (Figure 31)

<div align="center">**Figure 31 – Links to Change Your Password**</div>

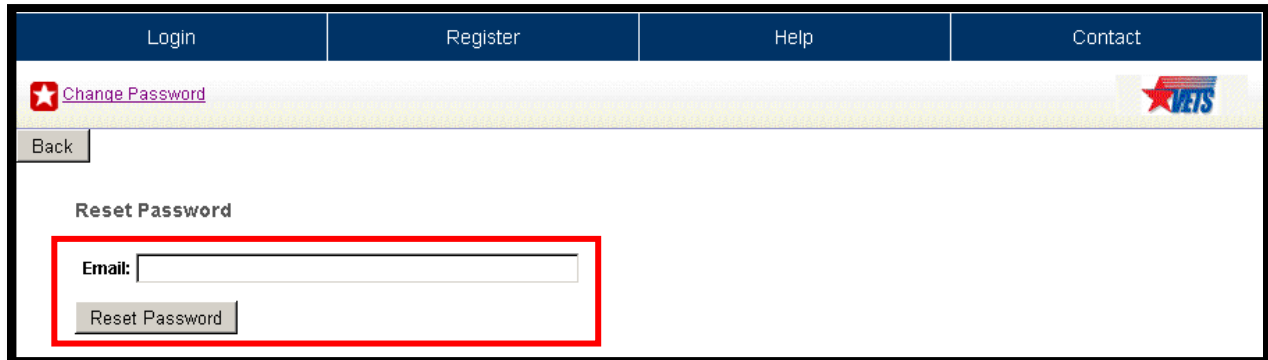1. Enter your email address (Figure 32)

2. Click the RESET PASSWORD button.

Figure 32. Reset Password

3. An email will be sent to your chosen account. (Figure 33)

Figure 33. Reset Password Email

4. Open the email message and click the <u>Confirm VETS-100 Reporting System Registration</u> link to proceed.

5. When the VETS system loads in your browser, you will be prompted to reset your password.

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